UNIVERSITY POLICY NO. 030, SERIES OF 2025

POLICY ON INSTITUTIONAL ENERGY WASTE REVIEWS, ENERGY AUDITING, AND CONTINUOUS ENERGY PERFORMANCE IMPROVEMENT

SECTION 1. POLICY DECLARATION

Quezon City University (QCU), in fulfillment of its commitment to environmental sustainability, responsible energy utilization, institutional efficiency, and sustainable campus development, hereby adopts this Policy on Institutional Energy Waste Reviews, Energy Auditing, and Continuous Energy Performance Improvement.

The University recognizes that inefficient energy consumption, poorly maintained equipment, unnecessary operation of electrical systems, and inadequate energy monitoring contribute to avoidable energy wastage, increased institutional operating costs, and adverse environmental impacts.

As a public higher education institution, QCU acknowledges its responsibility to promote efficient energy utilization through systematic energy reviews, evidence-based assessments, and continuous improvement of energy management practices.

Consistent with Sustainable Development Goal 7 (Affordable and Clean Energy), QCU shall institutionalize regular energy reviews to identify buildings, facilities, equipment, and operational activities with the highest energy waste.

The University shall establish mechanisms to collect and analyze energy consumption data, identify inefficient energy-use practices, prioritize energy conservation opportunities, and implement corrective measures.

Energy review findings shall guide institutional decisions concerning equipment maintenance, building retrofitting, operational improvements, energy-efficient procurement, and renewable energy integration.

This policy establishes the institutional framework for the conduct of energy reviews, identification of significant energy wastage, implementation of corrective actions, and monitoring of energy performance improvements across University campuses and facilities.

SECTION 2. LEGAL AND POLICY BASES

This policy is anchored on the following legal, regulatory, and international frameworks:

2.1. The 1987 Philippine Constitution. Article II, Section 16 recognizes the people's right to a balanced and healthful ecology in accordance with the rhythm and harmony of nature.

2.2. Republic Act No. 11285, or the Energy Efficiency and Conservation Act of 2019. Establishes the national framework for energy efficiency and conservation, including energy management, monitoring, and improved energy performance.

2.3. Implementing Rules and Regulations of Republic Act No. 11285. Provides the applicable regulatory requirements for energy efficiency and conservation.

2.4. Department of Energy Government Energy Management Program (GEMP). Establishes applicable energy management, conservation, monitoring, and reporting requirements for government institutions.

2.5. Department of Energy Guidelines on Energy Conserving Design of Buildings, 2020 Edition. Provide relevant technical standards for energy-efficient building design and energy conservation.

2.6. Republic Act No. 9513, or the Renewable Energy Act of 2008. Promotes the development and utilization of renewable energy resources.

2.7. Presidential Decree No. 1096, or the National Building Code of the Philippines. Establishes requirements governing building construction, occupancy, and maintenance.

2.8. Philippine Green Building Code. Establishes applicable minimum requirements for improving building environmental performance and resource efficiency.

2.9. Quezon City Ordinance No. SP-3439, Series of 2025, or the Quezon City Green Building Code of 2025. Establishes relevant local green building requirements, including energy efficiency and renewable energy provisions.

2.10. Republic Act No. 9729, or the Climate Change Act of 2009. Establishes the national framework for climate change adaptation and mitigation.

2.11. ISO 50001:2018 – Energy Management Systems. Provides internationally recognized principles for establishing, implementing, maintaining, and improving energy management systems. Reference to this standard does not imply that QCU holds ISO 50001 certification.

2.12. ISO 50002-1:2025 – Energy Audits. Provides general principles and requirements for conducting energy audits. QCU may adopt relevant guidance without representing that it has obtained certification or external accreditation.

2.13. United Nations Sustainable Development Goal 7. Promotes affordable, reliable, sustainable, and modern energy, including improvements in energy efficiency.

2.14. United Nations Sustainable Development Goal 12. Promotes responsible consumption and production, including efficient resource utilization.

2.15. United Nations Sustainable Development Goal 13. Promotes climate action and reductions in greenhouse gas emissions.

SECTION 3. OBJECTIVES

3.1. General Objective

To institutionalize systematic, periodic energy reviews throughout Quezon City University to identify significant energy wastage, improve institutional energy performance, reduce unnecessary energy consumption, and support continuous energy efficiency and conservation.

3.2. Specific Objectives

This policy specifically aims to:

1. Establish regular institutional energy reviews and appropriate energy audit procedures.
2. Identify buildings, facilities, equipment, and operational activities with significant energy consumption and potential wastage.
3. Develop reliable energy consumption baselines for institutional monitoring.
4. Determine the causes of inefficient energy consumption and unnecessary energy use.
5. Establish a systematic approach for prioritizing energy conservation opportunities.
6. Recommend appropriate corrective and preventive measures.
7. Integrate energy review findings into institutional energy efficiency and conservation planning.
8. Monitor the implementation and effectiveness of energy-saving interventions.
9. Strengthen accountability among University offices and personnel responsible for energy management.
10. Support the University's contribution to SDG 7 and its broader sustainability commitments.

SECTION 4. SCOPE AND COVERAGE

This policy shall apply to all campuses, buildings, facilities, equipment, and operations owned, operated, or directly managed by Quezon City University.

It shall cover:

4.1. Academic Buildings

Classrooms, lecture halls, libraries, laboratories, and other instructional facilities.

4.2. Administrative Buildings

University offices, conference rooms, and other administrative workspaces.

4.3. Student Service Facilities

Student activity areas, multipurpose facilities, and other facilities supporting student services.

4.4. Research and Technical Facilities

Research laboratories, technical facilities, and other specialized spaces utilizing energy-consuming equipment.

4.5. Common and Support Facilities

Corridors, restrooms, outdoor lighting systems, maintenance facilities, and other shared areas.

4.6. Electrical and Mechanical Equipment

Lighting systems, air-conditioning units, ventilation equipment, computers, laboratory equipment, electrical distribution systems, and other significant energy-consuming devices.

4.7. University-Managed Off-Campus Facilities

Facilities outside the main campuses where QCU exercises operational control over energy consumption.

4.8. University Stakeholders

Administrative personnel, facilities management staff, faculty members, students, contractors, concessionaires, and other relevant campus users.

SECTION 5. GENERAL POLICY GUIDELINES

5.1. Mandatory Institutional Energy Reviews

QCU shall conduct a documented institution-wide energy review at least once every academic year.

The review shall assess energy consumption patterns, identify significant energy users, detect avoidable energy wastage, and recommend appropriate energy conservation measures.

The University shall conduct additional reviews when warranted by unusual consumption increases, major operational changes, equipment failures, building renovations, or other relevant circumstances.

The University shall undertake formal technical energy audits according to applicable regulatory requirements, identified risks, technical needs, and available resources.

5.2. Establishment of Energy Consumption Baselines

The University shall establish appropriate energy consumption baselines using available electricity billing records, meter readings, equipment inventories, and other relevant data.

Baseline information shall include, where available:

1. Total institutional electricity consumption.
2. Electricity consumption by campus or building.
3. Monthly and annual electricity consumption trends.
4. Major energy-consuming equipment.
5. Building floor area.
6. Facility occupancy and operational schedules.
7. Relevant energy consumption indicators.

Baseline data shall support comparisons of energy performance over time.

5.3. Identification of Significant Energy Users

The University shall identify buildings, systems, and equipment responsible for substantial portions of institutional energy consumption.

Priority areas for review shall include:

1. Air-conditioning and cooling systems.
2. Lighting systems.
3. Computers and information technology equipment.
4. Laboratory and technical equipment.
5. Ventilation and mechanical systems.
6. Electrical distribution equipment.
7. Outdoor lighting and common-area systems.
8. Other equipment identified as significant energy consumers.

Significant energy consumption shall be distinguished from avoidable wastage. A facility with high energy demand shall not automatically be classified as inefficient without appropriate assessment.

5.4. Identification of Energy Wastage

Energy reviews shall identify unnecessary or inefficient energy consumption resulting from operational, technical, or behavioral factors.

Potential sources of wastage may include:

1. Lighting left operating in unoccupied areas.
2. Air-conditioning operating unnecessarily.
3. Inefficient or poorly maintained equipment.
4. Excessive standby electricity consumption.
5. Inappropriate cooling system settings.
6. Inefficient electrical equipment.
7. Unnecessary operation of ventilation systems.
8. Poorly coordinated building operating schedules.
9. Inadequate equipment maintenance.
10. Other avoidable energy consumption identified through technical assessment.

5.5. Building-Level Energy Performance Assessment

Where sufficient data are available, the University shall evaluate energy consumption at the building level.

Assessments may include:

1. Monthly electricity consumption.
2. Annual electricity consumption.
3. Energy-use intensity.
4. Building occupancy patterns.
5. Major energy-consuming equipment.
6. Operating schedules.
7. Potential energy conservation measures.

Where building-level meters are unavailable, the University may use appropriate estimates or temporary measurement devices, provided that the methods and limitations are documented.

5.6. Energy-Efficiency Assessment of Equipment

The University shall evaluate the energy performance of significant electrical and mechanical equipment.

Assessment activities may include:

1. Reviewing equipment specifications.
2. Examining maintenance records.
3. Identifying obsolete or inefficient equipment.
4. Assessing equipment operating schedules.
5. Identifying opportunities for repair, replacement, or improved operation.
6. Reviewing applicable energy performance requirements.

5.7. Operational Energy Waste Assessment

Energy reviews shall examine daily operational practices that may contribute to unnecessary energy consumption.

The assessment may include:

1. Classroom and office occupancy schedules.
2. Lighting operation.
3. Air-conditioning usage.
4. Equipment shutdown procedures.
5. Weekend and holiday energy consumption.
6. Facility maintenance practices.
7. Energy conservation awareness among campus users.

5.8. Energy Wastage Prioritization

The University shall prioritize identified energy wastage concerns according to documented criteria.

These may include:

1. Estimated avoidable energy consumption.
2. Potential energy savings.
3. Financial implications.
4. Technical feasibility.
5. Required investment.
6. Operational importance.
7. Safety considerations.
8. Expected implementation period.

Priority shall be given to interventions that provide meaningful energy savings while maintaining institutional functionality and safety.

5.9. Corrective and Preventive Measures

Energy review findings shall be translated into appropriate corrective and preventive measures.

Such measures may include:

1. Repairing or replacing inefficient equipment.
2. Improving lighting and cooling schedules.
3. Implementing energy-saving operating procedures.
4. Conducting preventive maintenance.
5. Installing energy-efficient lighting.
6. Upgrading inefficient cooling systems.
7. Improving energy monitoring.
8. Strengthening energy conservation awareness.
9. Recommending building retrofitting projects.

5.10. Integration with Institutional Energy Planning

Energy review findings shall inform the University's Institutional Energy Efficiency and Conservation Plan.

The University shall consider identified conservation opportunities during annual infrastructure planning, maintenance scheduling, procurement, and budget preparation.

5.11. Energy Review Reporting

The designated coordinating office shall prepare an Institutional Energy Review Report following each annual review.

The report shall include:

1. Review period and scope.
2. Energy consumption data.
3. Significant energy-consuming facilities and equipment.
4. Identified energy wastage concerns.
5. Assessment methods.
6. Prioritized energy conservation opportunities.
7. Recommended corrective measures.
8. Responsible implementing offices.
9. Proposed implementation schedules.
10. Monitoring and follow-up requirements.

5.12. Energy Performance Verification

The University shall evaluate the effectiveness of implemented corrective measures using available energy consumption data and appropriate assessment methods.

Reported energy savings shall distinguish between measured results and estimates.

5.13. Protection of Essential University Operations

Energy conservation recommendations shall not compromise:

1. Student and employee safety.
2. Essential instructional activities.
3. Laboratory and research requirements.
4. Emergency systems.
5. Accessibility.
6. Indoor environmental quality.
7. Critical information technology systems.

SECTION 6. IMPLEMENTATION MECHANISMS

6.1. Institutional Energy Review Program

QCU shall establish an Institutional Energy Review Program to coordinate energy consumption assessments, identify wastage, implement corrective actions, and monitor performance.

The designated administrative office shall coordinate the program in collaboration with facilities management and the sustainability focal office.

6.2. Designation of an Energy Review Coordinator

The University shall designate an Energy Review Coordinator or equivalent responsible personnel.

The coordinator shall organize energy review activities, consolidate relevant data, facilitate technical assessments, and prepare institutional reports.

6.3. Annual Energy Review Schedule

The designated coordinating office shall prepare an annual energy review schedule identifying:

1. Buildings and facilities to be reviewed.
2. Review periods.
3. Required energy consumption data.
4. Responsible personnel.
5. Assessment activities.
6. Reporting deadlines.
7. Follow-up monitoring arrangements.

6.4. Collection of Energy Consumption Data

The facilities management unit shall compile available electricity bills, meter readings, equipment inventories, and relevant operational records.

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6.5. Energy Review and Technical Assessment

Energy review activities shall include appropriate document analysis, facility inspections, equipment assessments, and consultation with relevant personnel.

Technical measurements shall be undertaken by appropriately qualified personnel using suitable methods and equipment.

6.6. Preparation of the Energy Wastage Assessment Matrix

The designated coordinating office shall prepare an Energy Wastage Assessment Matrix identifying:

1. Building or facility.
2. Equipment or operational activity.
3. Identified inefficiency.
4. Supporting evidence.
5. Estimated energy impact.
6. Recommended corrective action.
7. Responsible office.
8. Implementation priority.
9. Target completion date.
10. Follow-up status.

6.7. Corrective Action Planning

Concerned offices shall prepare appropriate corrective action plans addressing identified energy wastage concerns.

Plans shall specify responsible personnel, implementation schedules, required resources, and expected results.

6.8. Follow-Up Monitoring

The designated coordinating office shall monitor the implementation of approved corrective measures.

Follow-up assessments shall determine whether identified issues have been resolved and whether energy performance has improved.

6.9. Annual Institutional Energy Review Report

The University shall consolidate energy review findings into an annual report for submission to the appropriate University authorities.

The report shall support institutional planning, management decisions, and sustainability reporting.

SECTION 7. ROLES AND RESPONSIBILITIES

7.1. Office of the University President

The Office of the University President shall provide overall institutional leadership, policy direction, and oversight for the implementation of this policy.

7.2. Office of the Vice President for Administration or Equivalent Office

The designated administrative office shall oversee the institutional energy review program and coordinate relevant administrative and infrastructure measures.

7.3. Energy Review Coordinator or Energy Management Focal Person

The designated coordinator shall:

1. Prepare the annual energy review schedule.
2. Coordinate data collection.
3. Facilitate facility inspections and assessments.
4. Identify significant energy wastage concerns.
5. Prepare energy review reports.
6. Coordinate corrective action planning.
7. Monitor implementation progress.
8. Maintain relevant documentation.

7.4. Facilities Management and Maintenance Unit

The designated facilities management unit shall:

1. Maintain energy consumption records.
2. Provide equipment inventories.
3. Assist in facility inspections.
4. Identify maintenance-related energy wastage.
5. Implement approved corrective measures.
6. Monitor energy performance.
7. Maintain relevant maintenance and energy monitoring records.

7.5. Sustainability or Environmental Management Focal Office

The designated sustainability focal office shall support institutional energy conservation monitoring, environmental reporting, and SDG-related documentation.

7.6. Finance and Budget Office

The designated finance and budget office shall support the evaluation of financial requirements for approved energy conservation measures.

7.7. Procurement Unit

The Procurement Unit shall incorporate applicable energy-efficiency requirements into relevant procurement specifications.

7.8. Academic Departments and Administrative Offices

Academic departments and administrative offices shall cooperate with energy reviews and implement approved energy conservation measures within their respective areas.

7.9. Students, Faculty Members, Employees, and Campus Users

All members of the University community shall be encouraged to report observed energy wastage and support institutional conservation initiatives.

SECTION 8. MONITORING, EVALUATION, AND PERFORMANCE INDICATORS

QCU shall establish a monitoring and evaluation framework to assess the implementation and effectiveness of institutional energy reviews.

Performance indicator	Measurement or monitoring requirement
Annual institutional energy reviews	Number of documented energy reviews conducted
Buildings assessed	Number and percentage of buildings reviewed
Significant energy users identified	Number of major energy-consuming facilities or systems identified
Energy wastage concerns	Number of documented inefficiencies identified
Corrective action implementation	Percentage of approved corrective actions completed
Total electricity consumption	Annual electricity consumption in kilowatt-hours
Building energy consumption	Electricity consumption by building, where available
Energy-use intensity	Annual electricity consumption per square meter
Energy savings	Measured or appropriately estimated reductions in energy consumption
Energy performance improvement	Percentage change against relevant baseline data
Follow-up assessments	Number of completed follow-up reviews
Reporting compliance	Completion and submission of annual energy review reports

QCU shall review monitoring results periodically to determine whether identified energy wastage concerns are being addressed.

SECTION 9. DOCUMENTATION AND RECORDKEEPING

To demonstrate institutional implementation and support continuous improvement, QCU shall maintain appropriate documentation of its energy review activities.

Relevant documents may include:

1. Approved institutional policy.
2. Annual energy review schedule.
3. Electricity consumption records.
4. Building and equipment inventories.
5. Energy review checklists.
6. Facility inspection reports.
7. Energy Wastage Assessment Matrix.
8. Technical energy audit reports, where applicable.
9. Corrective action plans.

10. Maintenance and equipment replacement records.
11. Photographs of identified inefficiencies and improvements.
12. Follow-up monitoring reports.
13. Annual Institutional Energy Review Reports.
14. Energy performance monitoring records.

All records shall be maintained in accordance with applicable University records management and government auditing requirements.

SECTION 10. FUNDING AND RESOURCE SUPPORT

Implementation of this policy shall be supported through appropriate University resources, subject to approved budgets, applicable financial management regulations, and institutional priorities.

The University may seek legally permissible technical assistance, partnerships, grants, and other forms of support for energy assessments and conservation improvements.

All funding arrangements shall comply with applicable government laws and regulations.

SECTION 11. COMPLIANCE AND ACCOUNTABILITY

All concerned University offices, departments, personnel, contractors, and service providers shall support the implementation of this policy.

The designated coordinating office shall monitor compliance with approved energy review procedures and corrective action requirements.

Document and address identified implementation gaps through appropriate institutional processes.

SECTION 12. POLICY DISSEMINATION AND PUBLIC ACCESS

Upon approval, this policy shall be disseminated to all concerned University offices, faculty members, administrative personnel, students, contractors, and relevant stakeholders.

The policy shall be made publicly accessible through the official Quezon City University website and other appropriate institutional communication platforms.

The University may publish appropriate summaries of energy review findings and conservation improvements, subject to applicable confidentiality and security requirements.

SECTION 13. POLICY REVIEW AND CONTINUOUS IMPROVEMENT

This policy shall be reviewed at least once every three (3) years, or earlier when warranted by changes in applicable regulations, energy technologies, institutional priorities, or operational requirements.

The University shall periodically evaluate energy review procedures to improve the reliability, relevance, and effectiveness of institutional energy assessments.

Proposed amendments shall be submitted through the appropriate University approval processes.

SECTION 14. SEPARABILITY CLAUSE

If any provision of this policy is declared invalid or unenforceable by competent authority, the remaining provisions shall continue in full force and effect.

SECTION 15. REPEALING AND AMENDING CLAUSE

All existing University policies, memoranda, guidelines, and procedures inconsistent with this policy shall be reviewed and, where appropriate, amended or superseded in accordance with applicable institutional procedures.

SECTION 16. EFFECTIVITY

This policy shall take effect upon approval by the University President, subject to any additional approval requirements under applicable laws, University governance rules, and institutional procedures.

All concerned University offices shall undertake the necessary measures for its dissemination, implementation, monitoring, and evaluation.

APPROVED BY:

DR. THERESITA V. ATIENZA
University President

Date Approved: May 13, 2025

Cc: *Office of the Vice President for Academic Affairs*
Office of the Vice President for Administration and Finance
Records Management Office